



**Syllabus of Public Administration
(BDP)
Course Code EPA**

NETAJI SUBHAS OPEN UNIVERSITY

DD – 26, Sector -I, Salt Lake City, Kolkata –700064

Bachelor Degree Programme (BDP)

Public Administration (EPA)

Programme Objectives

- To develop the learners' theoretical and practical understanding in the domain of Public Administration and related social sciences.
- To inculcate within the students the theories and concepts of public administration, its history and approaches, thinkers and thought, government and policy processes, and critical assessment of its history and contemporary trends.
- To encourage learners to acquire and develop knowledge, skills and capabilities which may contribute positively to an efficient and effective system of administration.
- To promote understanding of the structure and functions of public and private organizations in their particular political, social, legal, and economic context.
- To develop the learners' ability to analyze public policies and programs, identify the problems and issues related to such policies and make pertinent recommendations for amelioration.
- To develop the analytical skills of an individual, develop the ability to think critically and apply a scientific temper for reaching logical rational decisions.
- To develop the learner's competencies beyond the classroom like leadership, management, logical reasoning and the like.
- To develop a passionate and keen interest among learners so that further studies may be undertaken in the discipline which may culminate into research.
- To promote a spirit of free and objective enquiry in different fields of knowledge.
- To impart the learners with the conceptual, entrepreneurial, and analytical skills for the acquisition of academic knowledge and practical skillset suitable for intellectual growth and employability and to develop within, courage and integrity, awareness of and sensitivity to the needs and aspirations of the society.

Expected Programme Outcomes

- Upon successful completion of the course, learners will have a better understanding of theories, concepts and practices relevant to public administration and its sub-fields.
- The learners will be better equipped to pursue higher education and research in the domain of public administration and related social science disciplines.
- Learners with strong disciplinary acumen can help contribute to various organizations to meet the ever-changing needs of management.
- Learners with commitment to public service values can help contribute to various public organizations to become more effective, efficient and expertise in meeting the needs of the public
- Learners will have competencies to pursue a career in the administrative services and public organizations.
- Learners will be proficient to usher in insightful innovations in the formulations of public policy both at national and international level.
- Learners will be able to apply their competencies of leadership, management, logical reasoning, critical thinking, intellectual rigor beyond the classroom to empathetically and positively contribute to the needs and aspirations of society.

Graduate Attributes

Some of the Graduate Attributes comprising of the skills, personal qualities and understanding which all students will have the opportunity to develop through their experience at NSOU are: -

- An intellectual curiosity in the pursuit of knowledge.
- An understanding and respect for the values, principles and methods of the university, cutting across disciplinary boundaries.
- Articulation of complex ideas as per the needs and capacities of particular audiences.
- A robust multi-disciplinary approach to learning that will facilitate further strengthening of the academic community at large.
- A strong sense of ethical, social and global responsibilities.
- Productive utilization of disciplinary knowledge to contribute to the academia and society at large.
- Engagement with the scholarly community and civil society at large, for the development and achievement of broader academic and social ends.

Curriculum Design

Course Duration: Three Years

Course Structure:

1. Compulsory Subjects: Foundation Course

(a) Bengali (FBG)	4 Credits
(b) English (FEG)	4 Credits
(c) Humanities and Social Science (FHS)	8 Credits
(d) Science and Technology (FST)	<u>8 Credits</u>
	<u>24 Credits</u>

2. Elective Subjects: Honours Course(EPA)

Paper I	Administrative Theory
Paper II	Indian Government
Paper III	Indian Thinkers (Administrative Thinkers)
Paper IV	Comparative and Development Administration
Paper V	Personnel Administration
Paper VI	Financial Administration
Paper VII	Indian Administrative System
Paper VIII	Local Government: Rural and Urban

08 credits each: Total : **64 Credits**

3. Subsidiary Course: (3 x 8 Credits) **24 Credits**

4. Compulsory Subject: Application Oriented Course(Anyone)

- (a) Basic Accountancy (AOC-01)
 - (b) Food Processing (AOC-02)
 - (c) Household Chemistry (AOC-03)
- (1 x 8 Credits)

8 Credits

5. Environmental Studies

4 Credits

Total Credits for the Course= (24+64+24+8+4) = 124 Credits

Elective Public Administration Detailed Syllabus

<u>Paper I</u>	Administrative Theory
<u>Paper II</u>	Indian Government
<u>Paper III</u>	Indian Thinkers (Administrative Thinkers)
<u>Paper IV</u>	Comparative and Development Administration
<u>Paper V</u>	Personnel Administration
<u>Paper VI</u>	Financial Administration
<u>Paper VII</u>	Indian Administrative System
<u>Paper VIII</u>	Local Government: Rural and Urban

PAPER – I: ADMINISTRATIVE THEORY

Module – 1

- Unit-1 : Public Administration - Meaning and scope
- Unit-2 : Evolution of Public Administration
- Unit-3 : Relationship between Public Administration and other Social Sciences
- Unit-4 : Comparative Public Administration, Development Administration and Modern Public Administration

Module – 2

- Unit-1 : Role of Organizations in administration, Hierarchy, Unity of command, Span of Control
- Unit-2 : Line and Staff
- Unit-3 : Centralization and Decentralization
- Unit-4 : Delegation

Module – 3

- Unit-1 : Administrative Processes
- Unit-2 : Decision making
- Unit-3 : Communication
- Unit-4 : Leadership and Co-ordination

Module – 4

- Unit-1 : Motivation
- Unit-2 : Theories of Motivation
- Unit-3 : Motivation: Theory of Maslow and Herzberg
- Unit-4 : Douglas McGregor's theory of Management

PAPER – II: INDIAN GOVERNMENT

Module – 5

- Unit-1 : Constitutional development in India (Pre independence era – 1858 to1909)
- Unit-2 : Constitutional development in India (Pre independence era– The Reform Act 1909 to 1935)
- Unit-3 : Constitutional development in India (Pre independence era– The Government of India Act,1935)
- Unit-4 : Constitutional development in India (Pre independence era- 1935-1947)

Module – 6

- Unit-1 : Framing of the Indian Constitution
- Unit-2 : Federal System in India
- Unit-3 : Fundamental Rights and Duties, Directive Principles
- Unit-4 : Constitutional Amendment

Module – 7

- Unit-1 : President, Prime Minister, Union Council of Ministers
- Unit-2 : Union Legislature
- Unit-3 : Governor, Chief Minister, State Council of Ministers
- Unit-4 : State Legislature

Module – 8

- Unit-1 : Supreme Court: Composition and Role
- Unit-2 : Judicial Review
- Unit-3 : High Courts – Composition and Role
- Unit-4 : Subordinate Judiciary (Separation of Executive and Judiciary)

PAPER – III: INDIAN THINKERS (ADMINISTRATIVE THINKERS)

Module – 9

- Unit-1 : Kautilya
- Unit-2 : Woodrow Wilson
- Unit-3 : Fredrick Winslow Taylor
- Unit-4 : Henri Fayol, Lyndall Urwick, Luther Gulick

Module – 10

- Unit-1 : Rationalization and Authority
- Unit-2 : Max Weber- Bureaucracy
- Unit-3 : Limitations of Bureaucratic Rationality
- Unit-4 : Liberal and Radical critique of Weberian Bureaucracy

Module – 11

- Unit-1 : Mary Parker Follet
- Unit-2 : Elton Mayo
- Unit-3 : Chester Barnard

Module – 12

- Unit-1 : Theory of Public Administration: Herbart Simon
- Unit-2 : Distinctive concepts of Herbert Simon in Public Administration
- Unit-3 : Behavioral Alternative Model

PAPER – IV : COMPARATIVE AND DEVELOPMENT ADMINISTRATION

Module – 13

- Unit-1 : Comparative Public Administration: Definition, nature, evolution; Relationship with Public Administration.
- Unit-2 : Theories of Comparative Public Administration
- Unit-3 : Recent trends in Comparative Public Administration: Ferrel Heady
- Unit-4 : Futures of Comparative Public Administration

Module – 14

- Unit-1 : Development Administration- Meaning and scope.
- Unit-2 : Features of Development Administration- Comparative analysis between administration and Development Administration
- Unit-3 : Development administration- Prismatic Sala model of Fred Riggs
- Unit-4 : Relevance of development administration

Module – 15

- Unit-1 : Development Administration and Bureaucracy
- Unit-2 : Developing country and responsible government
- Unit-3 : Relation between bureaucracy and citizen in developing states.
- Unit-4 : The concept of participatory development

Module – 16

- Unit-1 : New actors of development administration- NGO, Social organization
- Unit-2 : Culture and Development- Role of social capital
- Unit-3 : Mass movement and Development
- Unit-4 : Post development theories

PAPER – V : PERSONNEL ADMINISTRATION

Module 17

Unit- 1 : Nature and Significance of Personnel in Human Resource Development

Unit- 2 : Personnel Management – Composition and Structure

Unit- 3 : Basis of Personnel Management

Unit- 4 : Personnel Management in India

Module 18

Unit- 1 : Evolution of Personnel Management in India

Unit- 2 : Recruitment – Autonomous Recruitment Board

Unit- 3 : Training and development of Personnel

Unit- 4 : Organizational Structure of Personnel Management

Module 19

Unit- 1 : Morale – Significance of morale in organization

Unit- 2 : Organizational Grievances – Administrative mechanism redressing grievances

Unit- 3 : Role of Workers Organization in Employee-Authority Relation – UK and USA

Unit- 4 : Indian Administrative Management System – Scope for further improvement in
Employee-Authority Relation

Module 20

Unit- 1 : Control and Accountability in Indian Administrative System

Unit- 2 : Discipline in Administration

Unit- 3 : Central Vigilance Commission

PAPER - VI : FINANCIAL ADMINISTRATION

Module 21

- Unit- 1 : Financial Administration- Nature and Scope
- Unit- 2 : Budget- Principles, Approaches and Classification
- Unit- 3 : Performance based Budget
- Unit- 4 : Zero based Budget

Module 22

- Unit- 1 : Ministry of Finance- Preparation and control of budget
- Unit- 2 : Adoption of Budget
- Unit- 3 : Estimates Committee
- Unit- 4 : Public Accounts Committee

Module 23

- Unit- 1 : Public Administration – Financial Administrative System
- Unit- 2 : Sources of State Revenue- Theories of Taxation
- Unit- 3 : Public Expenditure of the State
- Unit- 4 : Financial Administrative System in India

Module 24

- Unit- 1 : Financial Administrative system in states
- Unit- 2 : Union Budget- Preparation and Approval, Role of Finance Commission,
Public Debt in India
- Unit- 3 : Central Budget
- Unit- 4 : Public Account : Revenue and Expenditure

PAPER - VII : INDIAN ADMINISTRATIVE SYSTEM

Module 25

- Unit- 1 : Indian Welfare Commission
- Unit- 2 : Union Public Service Commission
- Unit- 3 : Probation and Training
- Unit- 4 : Relation between Council of Ministers and UPSC

Module 26

- Unit- 1 : Organizational Structure of the Union Government
- Unit- 2 : Prime Minister's Office
- Unit- 3 : Secretariat
- Unit- 4 : Union Secretariat
- Unit- 5 : Relation between Secretariat and Directorate

Module 27

- Unit- 1 : State Secretariat – Organization and Importance
- Unit- 2 : Chief Secretary
- Unit- 3 : District Administration- Role of the Collector
- Unit- 4 : District Magistrate and Block Development Officer

Module 28

- Unit- 1 : Planning Commission
- Unit- 2 : National Development Council
- Unit- 3 : Comptroller and Auditor General of India
- Unit- 4 : Finance Commission

PAPER - VIII : LOCAL GOVERNMENT (RURAL AND URBAN)

Module 29

- Unit- 1 : Local Government- Meaning and Theories
- Unit- 2 : Approaches to the study of Local Government
- Unit- 3 : Local Politics and Local Government
- Unit- 4 : Local Government, Democracy and Development

Module 30

- Unit- 1 : Rural Administration- Evolution
- Unit- 2 : Rural Administration- Structure
- Unit- 3 : New Constitutional Arrangement in Rural Administration.
- Unit- 4 : Rural Administration

Module 31

- Unit- 1 : Urban Administration- Evolution
- Unit- 2 : Urban Administration- Structure and Composition
- Unit- 3 : Urban Politics
- Unit- 4 : New Constitutional Arrangements in Urban Administration

Module 32

- Unit- 1 : Self Government and Women
- Unit- 2 : Self Government and Environment
- Unit- 3 : Human Rights
